

DRAFT NSPS JOB OBJECTIVES FOR A DIRECTOR OF EMERGENCY SERVICES (DES)

14 NOVEMBER 2006

JOB OBJECTIVE #1: Mandatory Army Supervisory Objective (less safety which is listed as Job Objective #2 below)

Execute the full range of human resources (including performance management as outlined in DoD 1400.25-M, SC1940.5.7.4.) and fiscal responsibilities within established timelines and in accordance with applicable regulations. Adhere to merit principles. Develop a vision for the work unit; align performance expectations with organizational goals. Ensure EEO/EO principles are adhered to throughout the organization. Ensure continuing application of, and compliance with, applicable laws, regulations and policies; promptly address allegations of prohibited discrimination, harassment, and retaliation.

JOB OBJECTIVE #2: Safety in the Workplace

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupations, Safety and Health guidelines. Assists management in the efforts to reduce mishaps by 5 percent per year with ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or eliminate potential hazards. Complies with requirement to use and wear Personal Protective Equipment (PPE) for protections and control of identified hazards. Maintain a safe work environment and promptly address allegations of noncompliance. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

JOB OBJECTIVE #3: Oversee the Management and Direction of Fire and Emergency Services (FES) Programs

Provide leadership, managerial oversight and direction to the Fire Chief. Use Common Levels of Support (CLS) V3.0 Service Area #68 to deploy FES resources. Ensure that FES metrics contained in the Installation Status Report (ISR) and Program Management Review (PMR) are in synch with IMCOM expectations. Ensure that the DES Organizational Inspection Program (OIP) assesses specialized training and that the OIP results are used to improve FES specialized training. Ensure that ambulance responses are evaluated by the supporting Medical Department Activity (MEDDAC) and that these evaluations remain within the acceptable quality range. Provide specific guidance and direction to the Fire Chief regarding Mutual Aid missions and rescue operations. Establish and maintain a management feedback system to ensure that FES emergency responses are well within the stated timeframes of acceptability.

JOB OBJECTIVE #4: Oversee the Management and Direction of Law Enforcement Operations (LEO)

Provide leadership, managerial oversight and direction to the Police Chief. Employ CLS Version 3.0 Service Area #77 to deploy LEO resources. Ensure that LEO metrics contained in the ISR and PMR are in synch with IMCOM expectations. Ensure that the DES OIP assesses LEO training programs and that the OIP results are used to improve LEO training. Ensure that the organic Special Reaction Team, if any, remains certified to conduct specialized responses. Maintain existing Memoranda of Agreement and/or Memoranda of Understanding (MOA/MOU) as current and supportable by both agencies. Establish and maintain a management feedback system to ensure that LEO emergency responses are well within the stated timeframes of acceptability.

JOB OBJECTIVE #5: Oversee the Management and Direction of Physical Security (PS) Programs

Provide leadership, managerial oversight and direction to the Physical Security Chief. Employ CLS Version 3.0 Service Area #78 deploy PS resources. Ensure that PS metrics contained in the ISR and PMR are in synch with IMCOM expectations. Via the OIP, ensure that the access control points of operation are run in accordance with local directives. Via the OIP, ensure that the PS office conducts periodic inspections of commercial and privately owned vehicles according to the local Random Antiterrorism Measures Program (RAMP). Via the OIP, ensure that the PS office works diligently with the Directorate of Public Works and/or the vendor to ensure that all alarm systems for Arms, Ammunition and Explosives (AA&E) and Sensitive Compartmented Information Facilities (SCIFs) are properly maintained at the appropriate intervals of time. Via the OIP, ensure that the pass and registration functions are in accordance with applicable regulations and local standards.